SCTC. No. 6

# COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES

(FOURTH LOK SABHA)

## FIFTH REPORT

## MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION (DEPARTMENT OF LABOUR AND EMPLOYMENT) : DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING

**Employment of Scheduled Castes and Scheduled Tribes in Services**

LOK SABHA SECRETARIAT
NEW DELHI

*January, 1970/Pausa, 1891 (Saka)*
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# Corrigenda

to the

Fifth Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (Fourth Lok Sabha)

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| Page | Para | Line | For | Read |
|---|---|---|---|---|
| i | | 25 | Compuslory | Compulsory |
| 1 | 1.3 | 4 | belongings | belonging |
| 5 | 2.1 | 20 | officers | offices |
| 5 | 2.1 | 24 | cars | cards |
| 5 | 2.2 | 1 | Employment further | Employment note further |
| 5 | 2.2 | 6 | Departments | Department |
| 6 | 2.5 | 9 | 0.15 | 0.16 |
| 12 | 3.7 | 1-2 | representa-tives | representative |
| 12 | 3.8 | 5 | Employment the Committee gather that the instruc-tions of the Minis- | Employment and Training have requested the Ministry of Home |
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| 37 | | 2 | 2.8 | 2.7 |
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| 39 | | 5 | Member | Number |
| 41 | | 2 | 2.12 | 2.11 |
| 41 | | 10 | Volue | Volume |
| 41 | | 25 | 1969 | 1960 |
| 42 | | 19 | rule shall be inserted, namely:- | such categories of persons." |
| 42 | | 31 | "(2). The vacancies shall be re-notified in writing to the | General of Employment & Training, Ministry of Labour, Employ- |
| 43 | | 2 | 36 | 3.6 |
| 48 | | 9 | Employment Officer | Employment Officer Rs. 450-950 1 |
| 50 | | 1 | evidance | Guidance |
| 56 | | 2 | 4.9 | 4.10 |
| 58 | | 2 | 4.10 | 4.11 |
| 58 | | 7-8 | As on 30-9-1968* As on 30-6-1969 | As on 30-9-68)* As on 30-6-69) |
| 59 | | 6 | 2 years or | 2 years |
| 60 | | 3 | Conclusion | Conclusions |

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## COMPOSITION OF THE COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES

Shri D. Basumatari—*Chairman*

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*Lok Sabha*

2. Shri P. C. Adichan
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21. Shri M. V. Bhadram
22. Shri Ganeshi Lal Chaudhary
23. Shri K. S. Chavda
24. Shri B. T. Kemparaj

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*Resigned from the Committee with effect from 9th December, 1969.

25. Shri B. D. Khobaragade
26. Shri Dayaldas Kurre
27. Shri Lokanath Misra
28. Shri Neki Ram
29. Shri E. M. Sangma
30. Shri Man Singh Varma

SECRETARIAT

Shri B. K. Mukerjee—*Deputy Secretary.*

Shri J. R. Kapur—*Under Secretary.*

## INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf, present this Fifth Report on the Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment): Directorate General of Employment and Training—Employment of Scheduled Castes and Scheduled Tribes in Services.

2. The Committee took the evidence of the representatives of the Ministry of Labour, Employment & Rehabilitation (Department of Labour & Employment) on the 8th August, 1969. The Committee wish to express their thanks to the Secretary, Ministry of Labour, Employment & Rehabilitation (Department of Labour & employment) and other officers of the Department of Labour & Employment and the Directorate General of Employment and Training for, placing before them material and information they wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 22nd December, 1969.

4. A summary of conclusions/recommendations contained in the Report is appended (Appendix XI).

D. BASUMATARI,
*Chairman.*
*Committee on the Welfare of Scheduled Castes and Scheduled Tribes.*

NEW DELHI;
*December* 27, 1969
*Pausa* 6, 1891 (*Saka*)

## CHAPTER I

## ROLE OF EMPLOYMENT EXCHANGES

1.1. The Directorate General of Employment and Training is responsible at the national level for the development and administration of employment service and for the training programmes of craftsmen and supervisors. He directs the National Employment Service, which aims to assist in the proper development of human resources and contributes to their optimum utilisation. To regulate the National Employment Service, a large number of Employment Exchanges have been set up throughout the country. The total number of Employment Exchanges at the end of December, 1968 was 446 as against 437 in December, 1967. Of the 446 Exchanges, 367 were normal Employment Exchanges, while the remaining 79 catered to special interests. In addition to these, there were, at the end of December, 1968, 183 Employment Information and Assistance Bureaux in the different Community Development Blocks for catering to the needs of people in rural areas.

1.2. The main activities of the Employment Exchanges are registration of job seekers and their placement against vacancies notified by employers. Comprehensive statistics are maintained by all the Employment Exchanges in this regard. So far as the Scheduled Castes and Scheduled Tribes registered with the Employment Exchanges are concerned, the Manual of National Employment Service lays down procedure for registration of the candidates belonging to these communities and their submission against reserved vacancies, publicity, contacts with Scheduled Caste|Tribe Associations, etc. The relevant extracts from the said Manual may be seen at Appendix I.

1.3. Applicants belonging to Scheduled Castes and Scheduled Tribes are submitted against Government vacancies reserved for such applicants or against private vacancies where the employer specifically states that persons belongings to Scheduled Castes and Scheduled Tribes should be submitted. Submission of Scheduled Castes|Scheduled Tribe applicants is not confined only to vacancies reserved for them. They are also considered for submission along with others against non-reserved vacancies according to their suitability.

1.4. Statistics are also maintained by the Employment Exchanges relating to the occupational distribution of the vacancies cancelled by the Employment Exchanges due to non-availability of suitable candidates on a quarterly basis. This information also includes the reserved vacancies cancelled by the Exchanges.

1.5. A Working Group comprising representatives from the Ministry of Home Affairs, Department of Social Welfare, Planning Commission and Directorate General of Employment and Training was formed to go into the question of the recruitment of Scheduled Caste personnel in Government services at the Centre and in the States.

1.6. In a meeting of this Working Group held towards the end of May, 1967, it was decided to undertake a quick survey in different States to study the extent of the Scheduled Caste applicants being absorbed in Government vacancies reserved for them and to ascertain reasons, if any, for their non-absorption. It was also agreed that the Directorate General of Employment and Training (with some assistance from the Department of Social Welfare) may undertake this study as the National Employment Service is the agency for recruitment against vacancies under Central Government establishments except for those which are filled through the Union Public Service Commission or on the basis of competitive examinations.

1.7. In view of the limited time available for the conduct of this enquiry the Working Group decided that it would suffice if this study were restricted to four States viz. Andhra Pradesh, Madhya Pradesh, Uttar Pradesh and West Bengal selected on the basis of the combind criteria of proportion of Scheduled Castes in the population of the State and the extent of unemployment among the members of this community as revealed by the number of work seekers registered with the employment exchanges. Besides these four States, the Union Territory of Delhi was also selected on account of the heavy incidence of Central Government recruitment through the exchanges in it.

1.8. The Working Group submitted its Report in August, 1967. The conclusions/observations made by the Working Group are given in Appendix II.

**1.9. The Committee note that a comprehensive survey on employment of Scheduled Castes through Employment Exchanges in certain selected States|Union Territory was conducted by the Directorate General of Employment and Training. They also note with regret that according to the survey conducted by the Working Group, the extent of utilisation of employment exchanges by job seekers belonging to Scheduled Caste was low as compared to other employment seekers. The vacancies notified as reserved for Scheduled Caste applicants by State Government establishments formed only a small fraction of the total number of vacancies notified to the exchanges**

during the year 1966. According to the survey, a majority of the State Government establishments do not generally indicate the specific number of vacancies reserved for Scheduled Castes while sending requisition to the employment exchanges though they indicate the preference for them in some cases.

1.10. The Committee also take note of the analysis made by the Working Group in regard to the reasons for non-absorption of Scheduled Caste candidates against reserved vacancies. They hope that the Department of Labour and Employment would take necessary action to implement the recommendations made by the Working Group so as to facilitate the absorption of Scheduled Castes in services in larger numbers.

1.11. The Committee would suggest that a similar survey should be conducted about the employment of Scheduled Tribe candidates in selected areas where there is large concentration of Scheduled Tribe population.

## CHAPTER II

## REGISTRATIONS AND PLACEMENTS

2.1. At the instance of the Committee, the Ministry of Labour, Employment and Rehabilitation (Department of Labour and Employment) have furnished a written note stating the special steps which have been taken by the Directorate General of Employment and Training to ensure speedy placement of the Scheduled Castes and Scheduled Tribes on its live registers. It has been stated *inter alia* therein:

"Scheduled Caste|Scheduled Tribe applicants registered with the Employment Exchanges are treated as a special category candidates and the employment exchanges are given the following special facilities, as provided in the National Employment Service Manual, to ensure their speedy placement:

(i) Whereas ordinarily a person can register for employment assistance at the exchange in whose jurisdiction he normally resides, Scheduled Caste|Scheduled Tribe candidates can register themselves at any Employment Exchange and considered for submission against reserved vacancies available at that employment exchange.

(ii) Details relating the reservations of vacancies for Scheduled Caste|Scheduled Tribe candidates and other privileges admissible to them under the provisions of the Constitution, as contained in the Ministry of Home Affairs Resolutions, are displayed at a prominent place at the Employment Exchanges for the benefit of Scheduled Caste|Scheduled Tribe candidates.

(iii) To facilitate prompt identification, the Index Cards of Scheduled Caste|Scheduled Tribe candidates are separately filled (ahead of index cards of other applicants) in a serial order according to their date of registration, within each occupational group on the Live Register.

(iv) In the event of Scheduled Caste|Scheduled Tribe applicants not being available on the Live Register of the

Employment Exchange, Employment Officers take the following steps to locate such candidates—

(a) enlist the cooperation of recognised Scheduled Caste| Scheduled Tribe associations for enriching the Live Register by making the vacancies widely known;

(b) circulate such vacancies to other exchanges where suitable scheduled caste|scheduled tribe applicants are likely to be available; and

(c) advertise such vacancies in the press.

(v) The number of Scheduled Castes|Scheduled Tribes matriculate and Graduate applicants available on the Live Register of the Employment Exchanges and willing to move to either throughout India or to particular States are circulated to all the Exchanges in India through the "Mobile Labour Location Statements" issued at regular intervals.

(vi) Secondary Registration cards in respect of all Scheduled Caste|Scheduled Tribe candidates registered at an Employment Exchange, who are willing and qualified to serve in Central Government officers in Delhi are prepared and sent to the Employment Exchanges in Delhi for possible submission against reserved Central Government vacancies notified to Delhi Exchanges.

(vii) Secondary registration cars of Scheduled Caste graduates having II Class degrees and above, and post-graduates, and all Scheduled Tribe graduates and above, are maintained in the Central Employment Exchange, Delhi in respect of those who are willing to move to any part of the country."

2.2. The Department of Labour and Employment further states that:—

Employment Exchanges take regularly follow-up action to ascertain the results of submissions against vacancies including those reserved for Scheduled Caste and Scheduled Tribe applicants. At the instance of the Departments, the Ministry of Home Affairs have already issued instructions to all Ministries that the result of the submissions against vacancies (including those reserved for Scheduled Castes|Scheduled Tribes) should be made known to

the Employment Exchanges concerned expeditiously *vide* Ministry of Home Affairs Office Memorandum No. F.14|8|60-RPS dated the 2nd March 1960.

2.3. Regular inspections of Employment Exchanges are carried out during which special attention is paid to the time taken by the Exchange in submission of applicants against notified vacancies and the promptness of the followup action through letters and personal visits.

2.4. In another note furnished to the Committee, the Department of Labour and Employment have stated that the following steps are proposed to be taken to ensure that the placement of the candidates is quickened.

(i) Vocational Guidance and Employment Counselling programmes are proposed to be strengthened so that enough attention may be given to Scheduled Caste|Scheduled Tribe candidates to develop self-confidence among them;

(ii) Follow-up of reserved vacancies is proposed to be intensified;

(iii) Post-study and frequent contacts with Scheduled Castes| Scheduled Tribes Associations are proposed to be intensified in order to attract qualified Scheduled Caste|Scheduled Tribe candidates to register with the Employment Exchanges.

2.5. A statement showing the number of registrations and placements effected by Employment Exchanges each year during the period 1966 to 1968 in respect of Scheduled Castes, Scheduled Tribes and other categories of job seekers is given below:

| Year | Registrations | | | Placements | | | Percentage of Placements to registrations | | |
|---|---|---|---|---|---|---|---|---|---|
| | S. C | S. T. | Other categories | S. C. | S.T. | Other categories | S. C. | S.T. | Other Categories. |
| | | | | | | | | | (In Lakhs) |
| 1966 | 4·32 | 0·80 | 33·59 | 0·56 | 0·15 | 4·35 | 13·1 | 19·7 | 13·0 |
| 1967 | 4·21 | 0·70 | 34·20 | 0·48 | 0·09 | 3·73 | 11·3 | 12·9 | 10·9 |
| 1968 | 4·43 | 0·76 | 35·20 | 0·51 | 0·11 | 3·62 | 11·4 | 14·2 | 10·3 |

**2.6. From the statement given in para 2.5, the Committee note that although in the year 1968, the number of registrations effected in respect of Scheduled Castes and Scheduled Tribes was more than in the year 1966, the percentage of placements to registrations was less in 1968 than in 1966. They also note that the percentage of placements both in respect of Scheduled Caste|Tribe applicants was slightly higher as compared to other categories of applicants during all the three years. However, the Committee would like the Government to investigate the reasons for the decline in the percentage of placements of Scheduled Castes and Scheduled Tribes as also other categories of job seekers during the year 1967-68 in relation to total registrations and initiate necessary remedial measures.**

*Reserved vacancies notified to and filled by the Employment Exchanges.*

2.7. At the instance of the Committee, the Department of Labour & Employment have furnished statements showing the number of reserved vacancies notified to and filled by the Employment Exchanges in each State|Union Territory in respect of Scheduled Caste and Scheduled Tribe applicants during the year 1968. These are given in Appendices III and IV respectively.

2.8. From the statements, the Committee note that 7,14,006 vacancies were notified to Employment Exchanges by Central Governments, Union Territory Administrations, State Governments and others in respects of all categories of applicants during 1968. Out of this figure, 12,047 vacancies were notified as reserved for Scheduled Castes and 4,484 for Scheduled Tribes. They also note that out of 12,047 vacancies notified as reserved for Scheduled Castes, 5,459 vacancies were filled by Scheduled Caste applicants and out of 4,484 vacancies notified as reserved for Scheduled Tribes, 1358 vacancies were filled by Scheduled Tribes applicants. These figures reveal that only about 2.3 per cent vacancies were notified as reserved for Scheduled Castes and Scheduled Tribes.

2.9. The Directorate General of Employment and Training in their "Report of the Enquiry on Employment of Scheduled Castes—An Analysis of Employment Exchanges Experience in Selected States" have observed:

> "The Employment Officers were of the view that the notification of vacancies under the Employment Exchanges (Compulsory Notification of Vacancies) Act should specifically indicate the number of vacancies against which Scheduled Caste candidates are required. This would facilitate submission and absorption of larger

number of Scheduled Castes applicants particularly in State Government vacancies by the Employment Exchanges."

2.10. In a subsequent note furnished by the Department of Labour and Employment to the Committee, it has been stated that,

"Necessary amendment has been made in Rule 4 of the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 *vide* Gazette Notification No. GSR-548, dated the 23rd March, 1968. Copies of the Gazette Notification have been sent to all the State Governments and also reproduced in Employment Exchange Minute EEM-1-2|2|68 dated the 29th November, 1968, for the information of the Employment Exchanges."

2.11. The copy of the Gazette notification may be seen at Appendix V.

2.12. The Committee enquired of the representative of the Department of Labour and Employment whether any specific instructions have been given to Employment Exchanges to specify the reserved vacancies. The representative of the Department of Labour and Employment has affirmed that necessary instructions had been issued to all the Employment Exchanges drawing their attention to this.

**2.13. The Committee are unhappy to observe that only about 41 per cent of vacancies out of total vacancies notified as reserved for Scheduled Castes and Scheduled Tribes during 1968 were actually filled. They are also unhappy that only 2.3 per cent vacancies were notified as reserved for Scheduled Castes and Scheduled Tribes during 1968. In view of the insignificant percentage of vacancies notified as reserved for Scheduled Castes and Scheduled Tribes, the Committee would like that the Ministries|Departments and other authorities should ensure that percentage of posts intended to be reserved for Scheduled Castes and Scheduled Tribes is duly taken into consideration while notifying the vanacies to Employment Exchanges.**

**2.14. While the Committee take note of the measures taken by the Employment Exchanges to ensure the prompt placement of Scheduled Caste and Scheduled Tribe candidates, namely, follow-up of reserved vacancies, inspection of Employment Exchanges, post-study and frequent contact with Scheduled Caste|Tribes associations, etc., they would urge that these efforts should be intensi-**

fied so that placements are effected in the quickest possible time in all categories of posts according to the quotas reserved for Scheduled Castes and Scheduled Tribes. The Committee need hardly stress that vigorous efforts should be made by the Directorate General of Employment and Training to see that placements are effected in all categories of posts, according to the quotas reserved for Scheduled Castes and Scheduled Tribes.

2.15. The Committee would desire that the Employment Exchanges should ensure that every requisition received by them for recruitment specifically mentions the number of posts reserved for Scheduled Castes and Scheduled Tribes. If this fact is not mentioned in the requisition, the Employment Exchanges should return the requisition to the authorities concerned asking them to resubmit the same duly indicating the number of posts reserved for Scheduled Castes and Scheduled Tribes.

## CHAPTER III

## CONTACT WITH EMPLOYING AGENCIES

3.1. The Committee find that the Commissioner for Scheduled Castes and Scheduled Tribes in his Sixteenth Report (1966-67) recommended that employing agencies should communicate to Employment Exchanges the reasons for rejection of Scheduled Caste and Scheduled Tribe candidates, sponsored by them for the reserved posts. In his Seventeenth Report for the year 1967-68, the Commissioner for Scheduled Castes and Scheduled Tribes also recommended,

> "The employment and training organisations can play a more effective role in increasing the intake of Scheduled Caste and Scheduled Tribe persons in Government services by remaining in constant touch with the employing agencies to find out the type of vacancies which are likely to be notified to them in future."

3.2. The Committee enquired whether the Employment Exchanges were maintaining any liaison with the Employing Agencies to find out the reasons for the rejection of Scheduled Caste and Scheduled Tribe candidates. The representative of the Department of Labour and Employment stated during evidence.

> "So far as the Public Sector is concerned, there are Home Ministry's instructions that in such cases the Public Sector Employer should communicate to the Employment Exchange the reasons why they have not been able to accept the candidates. We find these are really not being observed. One of the things that we are trying to do is to make sure through further instructions to be issued by the Home Ministry that all public sector employers comply with this direction whenever they do not accept the candidates which the Employment Exchange has sent. They should communicate the reasons."

3.3. Asked whether as per orders of the Government of India, the Employment Exchanges had received regularly from the Ministries and Departments of Government of India and Union Territories

reasons for not filling reserved posts by Scheduled Caste and Scheduled Tribe candidates, the representative of the Department stated:

> "We find it is not being implemented. So, apart from moving the Home Ministry to reiterate these orders to all Employing Ministries and to the Public Sector employers we have also told our Employment Officer to be on the look out for such failures and when such failures come to their notice they should bring it to the notice of the Director General of Employment and Training here so that he can follow it with the Liaison Officer in the Ministry and Departmental Undertakings concerned. This is the second point. We have also tried to cover the same point by amending rules under the Employment Exchanges Compulsory Notification of Vacancies Rule by enjoining upon the employers to indicate the number of vacancies to be filled by the candidates of the reserved communities, as and where there is an obligation or arrangement for giving preference to Scheduled Castes and Scheduled Tribes. We have amended the rules so that it is obligatory for the Public Sector employer when he comes to the Employment Exchange to indicate the number of vacancies which are reserved."

3.4. In reply to a question, the representative of the Department of Labour and Employment stated:

> "It is also part of our responsibility to try to ensure so far as we can that the reservations made by the Home Ministry are implemented in practice. Primary responsibility here of course rests with the Home Ministry. We did try to help in this matter by trying to find out why these reservation orders of the Home Ministry have not been implemented and passing on that information from Employment Exchange to the Director General at Delhi so that we in the Directorate can take it up directly with the Home Ministry."

3.5. In reply to another question, the representative of the Department stated:

> "There was a need for more concrete steps to be taken to make sure that these reservations were really done in practice..... We should have liaison officers in each Ministry who should go into these cases of non-implementation and

also to have special Cells which would make it their policy to look into the particular question of reservations and to see how far they are being fulfilled."

3.6. In a written note furnished to the Committee the Department of Labour and Employment have stated that the Directorate General of Employment and Training had taken up the question of exercising a check over the decisions of the appointing authorities in the matter of not filling reserved vacancies by candidates of these communities in an inter-departmental meeting held on 30th September, 1966 as a result of which Ministry of Home Affairs issued their orders No. 14|12|67-Estt (D), dated 10th April, 1968 asking employing establishments to give specific reasons for not filling reserved vacancies by the candidates of these communities. Since these instructions of the Ministry of Home Affairs were not being followed by and large, by the employing establishments, the Directorate General of Employment and Training again requested the Ministry of Home Affairs *vide* Memo No. EE.I-20 (4)|69 dated 3rd July, 1969 (Appendix VI) to issue instructions to all Ministries|Departments of Government of India, impressing upon them the need to comply with the instructions of the Ministry of Home Affairs on the subject.

**3.7. The Committee regret to note that, as stated by the representatives of the Department of Labour & Employment, the Ministries|Departments of the Government of India are not indicating to the employment exchanges the reasons for not filling the reserved posts by Scheduled Caste and Scheduled Tribe candidates sponsored by the employment exchanges. The Committee are all the more unhappy that although a decision was taken in an inter-departmental meeting held in September, 1966, that a check should be exercised over the decisions of the appointing authorities in the matter of not filling the reserved vacancies by candidates of these communities, the Ministry of Home Affairs took nearly two years to issue their order directing the employing establishments to give specific reasons for not filling the reserved vacancies by the candidates of these communities. The Committee deplore such inordinate delays.**

**3.8. From the note furnished by the Department of Labour and Employment, the Committee gather that the instructions of the Mintry of Home Affairs are still not being followed by the employing establishments and, as a consequence, the Directorate General of Employment, the Committee gather that the instructions of the Minis-Affairs again to issue instructions to the Ministries|Departments for**

strict compliance of the orders issued in this regard. The Committee take a serious view that orders issued by the Ministry of Home Affairs are by and large not implemented by the Ministries and Departments. The Committee suggest that the Directorate General of Employment and Training should bring cases of non-compliance of the Government of India orders to the notice of the Commissioner for Scheduled Castes and Scheduled Tribes as also to the Ministry of Home Affairs so that these could be properly looked into.

3.9. The Committee also are in agreement with the views expressed by the Commissioner for Scheduled Castes and Scheduled Tribes in his 17th Report (1967-68) that the Employment and Training Organisation should keep a liaison with employing agencies to find out the type of vacancies which are likely to be notified to them. This the Committee feel, would enable the Directorate General of Employment and Training to map out and plan their training programmes.

## CHAPTER IV

## VOCATIONAL GUIDANCE AND TRAINING

4.1. The Committee enquired whether the Department of Labour and Employment considered it desirable that the employment exchanges should maintain a constant touch with the employment agencies to find out the type of vacancies likely to occur and to advise the Scheduled Caste|Scheduled Tribe persons to go in for training in those trades. The representative of the Department of Labour and Employment stated during evidence that all employment exchanges had instructions to provide individual guidance to Scheduled Caste and Scheduled Tribe candidates who visited the employment exchanges. They were apprised of the various training facilities and employment opportunities and special reservations available to them. The vocational guidance officers in the employment exchanges rendered guidance in groups to Scheduled Caste and Scheduled Tribe candidates when they visited towns in connection with their career talks. He further stated that information about competitive examination was compiled both in English and in Indian languages and distributed to both candidates and their parents through vocational guidance officers, Block Development Officers, Village Panchayats, School Teachers, etc. who functioned as career masters.

4.2. The representative of the Department of Labour and Employment further stated that a new scheme had been evolved in co-operation with the Department of Social Welfare which provided for the following:

(i) rendering guidance and pre-employment orientation and coaching given to the Scheduled Caste and Scheduled Tribe candidates;

(ii) conducting the survey for the Central Government reserved vacancies with a view to studying how they are filled;

(iii) providing tutorial assistance to I.T.I. trainees belonging to Scheduled Castes and Scheduled Tribes.

4.3. The main features of the scheme, he said, were to establish coaching-cum-guidance centres for Scheduled Castes and Scheduled Tribes at four places in four different States/Union Territory, *viz.* Madhya Pradesh, Uttar Pradesh, Tamil Nadu and Delhi. These centres would serve as agencies for building up confidence of the Scheduled Caste and Scheduled Tribe matriculates and above who were registered with the employment exchanges for Class III posts. The centres would review old cases of Scheduled Castes and Scheduled Tribes registrants who had been repeatedly rejected by the employers and render vocational guidance to them.

4.4. Asked whether it would be possible to set up similar training centres at places where new public sector undertakings had been set up as to train Scheduled Caste and Scheduled Tribe people of these areas, the representative of the Department of Labour and Employment said. "I think it would be possible to do that." A copy of the comprehensive scheme (comprising three individual schemes) as furnished by the Department of Labour and Employment is given in Appendix VII. It has been stated that the schemes I and II have been accorded financial approval for implementation during the current financial year.

4.5. The representative of the Department of Labour and Employment stated that there were vocational guidance units in about 180 employment exchanges. In addition to these, there were 44 University Employment Information and Guidance Bureaux. He added that operation of Employment Exchanges, including Vocational Guidance Units, was now the complete responsibility of the State Governments. Till last year, the Central Government used to give a grant upto 60 per cent of the expenditure. This had been changed with the commencement of the current year. It was entirely left to the State Governments to allot funds for this purpose. The main responsibility for Vocational Guidance, employment counselling etc. rested with the State Governments, he said.

4.6. The Committee enquired whether consultative boards|Committees consisting of local M.Ps., M.L.As. etc. could be set up to discuss the problems of Scheduled Castes and Scheduled Tribes. The representative of the Department of Labour and Employment stated that there were Advisory Boards and Committees in all the Employment Exchanges. The employers and workers were represented on them. Meetings were held at intervals of six months and were presided over by the District Magistrates. At State level, there was a State Advisory Committee.

4.7. Asked to state whether there were any training facilities under the Government of India, the representative of the Department of Labour and Employment stated that there was a Secretariat Training School. Also, the Railways and Posts and Telegraphs had their own training institutions. Asked to state whether the Department of Labour and Employment had any specific proposal to train persons belonging to Scheduled Castes and Scheduled Tribes, the representative of the Department replied in the negative.

4.8. In a written note furnished to the Committee the Department of Labour and Employment have stated as under:—

> "Under the craftsmen Training Scheme, training is provided to persons within the age-group of 15 and 25 years, in 30 engineering and 22 non-engineering trades, in the 356 Industrial Training Institutes/Centres which are located in different parts of the country. Training period for some engineering trades is two years while for some other engineering trades and all non-engineering trades it is one year.
>
> There are no *separate* Industrial Training Institutes/Centres specifically run by the Directorate General of Employment and Training for the training of persons belonging to the Scheduled Castes/Tribes. However, seats are reserved in the Industrial Training Institutes/Centres for persons belonging to these categories in proportion to their population in the respective State/Union Territory. Stipends are also reserved for them in the same proportion."

4.9. Asked to state whether the Directorate General of Employment of Training intend to start training classes for typists and comptometer-operators, the Department of Labour and Employment in a written note have stated:

> "One of the trades introduced at the Industrial Training Institutes/Centres is Stenography which includes typing also. However, there is no separate trade as typing. Also there are no facilities under the Craftsmen Training Scheme for the Training of Comptometer-Operators.
>
> According to the statistical returns received from the Industrial Training Institutes/Centres and as compiled in the Department of Labour and Employment (Directorate

General of Employment and Training) against 3296 seats introduced in the trade of stenography as on 30th June, 1969, there were 3005 trainees on roll on that date, of which 266 belonged to Scheduled Castes and 32 to Scheduled Tribes. The number of Scheduled Caste/Scheduled Tribe trainees in Stenography as on 30th September, 1968 was 297 and 3 respectively out of a total of 3615 on roll on that date."

4.10. A statement showing the distribution of these trainees by different States is given in Appendix VIII.

4.11. A statement showing the number of Scheduled Castes/Tribe trainees on roll on 30th September, 1968 and 30th June, 1969 in the whole country in all the trades is given in Appendix IX.

4.12. The Department of Labour and Employment have further stated in a note that a commercial Secretariat Institute has been set up in Arab-ki-Sarai, Delhi with funds provided by the Ministry of Home Affairs to impart full-time and part-time training in commercial subjects, such as sales, account-keeping, store-keeping and typewriting. There are 128 and 80 seats sanctioned for full-time and part-time courses, respectively. Fifty per cent of the seats in both are reserved for Scheduled Caste and Scheduled Tribe candidates. In 1969, the session was to start from 1st August, 1969. Out of 57 applications received from Scheduled Caste/Scheduled Tribe applicants, both for full-time and part-time courses only 30 have joined so far. In the 1968-69 session only 33 seats were filled in the full-time and part-time courses by Scheduled Caste/Scheduled Tribe applicants.

4.13. In reply to a question whether any survey had been made to find out how many candidates who had passed various training courses from Industrial Training Institutes were without jobs, the representative of the Department of Labour and Employment stated that they had made such a survey in respect of all the trainees and not separately for Scheduled Caste and Scheduled Tribe trainees. The survey revealed that about 70 to 75 per cent of trainees got employed within one year from the date of passing their examination.

4.14. It was stated that as on 30th September, 1968, there were 1,10,000 trainees in the Industrial Training Institutes and out of these, 12,700 were Scheduled Caste trainees and 2,300 were Scheduled Tribe trainees. As on 30th June, 1969, there were 96,000 trainees in all and out of them 11,800 were Scheduled Caste trainees and 2,000 were Scheduled Tribe trainees. It worked out to 14 per

cent. The Committee enquired whether a separate survey in respect of employment of Scheduled Caste and Scheduled Tribe trainees passing out from I.T.Is. could be undertaken. The representative of the Department stated: "We will make a study of this".

4.15. The Yardi Working Group appointed by the Government of India to study the progress of measures for land allotment to Scheduled Castes and their representation in services in its Report (1967) made, among others the following recommendations:

(i) In order that the Scheduled Castes are absorbed in increasing numbers in services, it is essential to lay the greatest stress on schemes of education (including guidance and coaching) and vocational training to equip them with basic skills required for competing successfully with others and overcoming environmental handicaps.

(ii) Employment information and training facilities should be disseminated right upto the villages and the smaller towns, and visits paid regularly by the staff of the National Employment Service to the rural areas to guide Scheduled Caste candidates and their parents on such matters. Brochures and pamphlets should also be brought out which should be circulated at appropriate places for the information of candidates and the whole machinery of mass media communication should be harnessed towards this end.

(iii) There should be reservation of seats for Scheduled Castes in almost all programmes for training of professional and technical workers such as nurses, patwaris, apprentices in technical trades, teachers, etc.

(iv) In order to improve the utilisation of seats reserved in technical institutions, it is desirable to associate a member from Scheduled Castes with the Admission Boards.

4.16. The Committee have been informed that the recommendations of the Yardi Working Group had been forwarded to the concerned Ministries/Departments for necessary action.

**4.17. The Committee note that Vocational Guidance Officers in employment exchanges render guidance to groups of Scheduled Caste and Scheduled Tribe candidates visiting employment exchanges. The Committee suggest that the Scheduled Caste and**

Scheduled Tribe candidates approaching the employment exchanges for jobs should be encouraged to go in for training in those trades in which there is considerable demand for trained hands from employing agencies. The Committee further suggest that the Employment Exchanges should give adequate publicity about the vocational guidance given to Scheduled Caste and Scheduled Tribe candidates through newspapers and other publicity media so that more and more Scheduled Caste and Scheduled Tribe candidates can make use of the facilities that are available in the Employment Exchanges. Arrangements may also be made to display descriptive charts in the Employment Exchanges showing the guidance facilities that are available to Scheduled Caste and Scheduled Tribe candidates.

4.18. The Committee are glad to note that coaching-*cum*-guidance centres for Scheduled Castes and Scheduled Tribes are proposed to be set up on a pilot basis in four different States|Union Territory, namely, Madhya Pradesh, Uttar Pradesh, Tamil Nadu, and Delhi for rendering guidance and pre-employment orientation and coaching to Scheduled Caste and Scheduled Tribe candidates. They also note that these centres are to be set up initially for a period of one year and will provide confidence building training to Scheduled Caste and Scheduled Tribe candidates. The Committee hope that the scheme which has been formulated on a pilot basis would be gradually extended to other areas if the results prove encouraging.

4.19. The Committee find that of the three schemes formulated by the Department of Labour and Employment, viz. (i) schemes for establishing coaching-*cum*-guidance centres for Scheduled Castes/Tribes during 1969-70; (ii) survey of vacancies reserved for Scheduled Caste/Tribe applicants; and (iii) scheme for providing tutorial facilities to Scheduled Caste/Tribe trainees in industrial training, only the first two schemes have been sanctioned. They suggest that the third scheme, namely, the scheme for providing tutorial facilities to Scheduled Caste and Scheduled Tribe trainees in Industrial Training Institutes may also be implemented inasmuch as it would facilitate the Scheduled Caste/Scheduled Tribe trainees in assimilating theoretical instructions and improve their chances of success in examinations and also interviews with employers.

4.20. From the statements furnished by the Department of Labour and Employment in regard to the number of seats introduced and the number of trainees on roll, the Committee observe that in the trade of Stenography as on 30th June, 1969 in Industrial Training Institutes/Centres the percentage of Scheduled Caste and Scheduled

Tribe trainees is only 8.8 per cent and 1.2 per cent respectively. The percentage of Scheduled Caste and Scheduled Tribe trainees on roll in the whole country in all the trades as on 30th June, 1969 is only 12 per cent and 2.1 per cent respectively. The Committee feel unhappy about the poor intake of Scheduled Caste and Scheduled Tribe trainees in Industrial Training Institutes in general and also in the trade of Stenography in particular. They would strongly urge that the Department of Labour and Employment (Directorate General of Employment and Training) should investigate the reasons for the low percentage of admissions of Scheduled Caste and Scheduled Tribe candidates in Industrial Training Institutes in the country and take remedial measures in consultation with the appropriate Governments.

4.21. The Committee are also unhappy that no separate survey has been made by the Department of Labour and Employment in regard to absorption of Scheduled Caste and Scheduled Tribe trainees passing out from Industrial Training Institutes. They suggest that the Department of Labour and Employment may conduct such a survey in respect of all the Industrial Training Institutes.

4.22. The Committee would urge that the recommendations made by the Yardi Working Group in regard to augmentation of training facilities for Scheduled Castes and Scheduled Tribes should be implemented without any delay. The Committee in particular would like to emphasise that there should be reservation of seats for Scheduled Castes and Scheduled Tribes in all programmes for training of professional and technical workers, including apprentices in technical trades, and this may be done by amending, if necessary, the Apprentices Act, 1961.

4.23. The Committee take note that there are Advisory Boards and Committees in all Employment Exchanges and that the employers and workers are representated on them. The Committee suggest that the local M.Ps./M.L.As. belonging to Scheduled Castes/Tribes or other eminent persons belonging to these communities should also be included in these Advisory Boards/Committees.

## CHAPTER V

## COLLECTION OF STATISTICAL INFORMATION IN RESPECT OF SCHEDULED CASTE AND SCHEDULED TRIBE EMPLOYMENT SEEKERS

5.1. Statistical information relating to work done by the Employment Exchanges in respect of Scheduled Caste and Scheduled Tribe employment seekers, as furnished by the Directorate of Employment and Training, has been included by the Commissioner for Scheduled Castes and Scheduled Tribes in his Seventeenth Report (1967-68). The statistics indicate the extent of employment among the Scheduled Castes and Scheduled Tribes and also the extent to which they are able to secure employment in posts reserved for them. The main contents of the Statistical Tables included in the Commissioner's Report are as follows:—

(i) Number of registrations and placements effected in respect of Scheduled Castes applicants by the Employment Exchanges;

(ii) Work performed by the Employment Exchanges in respect of Scheduled Castes applicants during the year;

(iii) State-wise number of reserved vacancies notified to and filled by the Employment Exchanges in respect of Scheduled Castes applicants during the year;

(iv) Number of registrations and placements effected in respect of Scheduled Tribe applicants by the Employment Exchanges;

(v) Work performed by the Employment Exchanges in respect of Scheduled Tribe applicants during the year;

(vi) Number of reserved vacancies notified and filled by the Employment Exchanges in various States in respect of Scheduled Tribe applicants during the year; and

(vii) Number of Scheduled Caste and Scheduled Tribe applicants who remained on the Live Register of Employment Exchanges seeking employment assistance as on 31st December of the year classified according to occupations and educational qualifications.

5.2. The Commissioner for Scheduled Castes and Scheduled Tribes has observed that these statistics could prove more useful if the Employment Exchanges also maintain statistics about persons

placed in employment indicating the occupations in which they are placed.

5.3. The Commissioner for Scheduled Castes and Scheduled Tribes has also recommended that representatives of the Employment Exchanges can also profitably visit tribal concentration in the remote areas in order to register the names of possible employment seekers and giving them an idea of the available employment opportunities.

5.4. A statement showing the number of applicants on the Live Register of Employment Exchanges at the end of September of each year during the period 1965—68, classified by the period of the duration of the Live Register as furnished by the Department of Labour and Employment is given at Appendix X. The statement does not indicate the number of Scheduled Caste and Scheduled Tribe candidates on the Live Register separately.

**5.5. The Committee are happy to note that elaborate statistics are being maintained by the Department of Labour & Employment (Directorate General of Employment and Training) in regard to the Scheduled Caste and Scheduled Tribe employment seekers and these are being utilised by the Commissioner for Scheduled Castes and Scheduled Tribes. The Committee hope that it would be possible for the Department also to maintain statistics about the placement|employment of Scheduled Caste and Scheduled Tribe candidates according to the occupation in which they are placed.**

**5.6. The Committee understand that Scheduled Caste and Scheduled Tribe persons already in service can register their names with the Employment Exchanges for seeking better employment after obtaining 'No Objection Certificates' from the Heads of Departments under whom they serve. The Committee suggest that the Employment Exchanges may maintain statistics of such Scheduled Caste and Scheduled Tribe employees applying with 'No Objection Certificates' from the Heads of Departments.**

**5.7. The Committee further recommend that the Department should extend facilities for registration to possible employment seekers in remote villages as recommended by the Commissioner for Scheduled Castes and Scheduled Tribes in his Seventeenth Report (1967-68).**

**5.8. The Committee also suggest that the Department of Labour and Employment (DGET) should maintain statistics in regard to**

**the number of Scheduled Caste and Scheduled Tribe applicants on the Live Register of Employment Exchanges at the end of each year, classified by the period of duration on the Live Register. This, it is hoped, would enable the Commissioner for Scheduled Castes and Scheduled Tribes to assess the employment position of the Scheduled Caste and Scheduled Tribe candidates.**

D. BASUMATARI,

*Chairman,*

Committee on the Welfare of Scheduled Castes and Scheduled Tribes.

NEW DELHI;

*December* 27, 1969.

*Pausa* 6, 1891 (*S*)

# APPENDICES

## APPENDIX I

(*Vide* para 1.2 of Report)

## INSTRUCTIONS ISSUED TO THE EMPLOYMENT EXCHANGES REGARDING THE REGISTRATION AND SUBMISSION OF SCHEDULED CASTE APPLICANTS—EXTRACTS FROM NATIONAL EMPLOYMENT SERVICE MANUAL

*Scheduled Caste|Tribe Applicants*

*Verification*

11.36. When an applicant applying for registration and employment assistance indicates that he belongs to a Scheduled Caste| Tribe (*see* lists of Scheduled Castes|Tribes issued by Government of India in Volume II, Appendix-I(9), he should be registered as such.

11.37. A person who by virtue of being a resident in the localities specified in the President's Order is a member of the Scheduled Castes|Tribes, as the case may be, does not lose that character merely by going to another locality temporarily in search of employment or for the purpose of registering himself as a candidate for employment. So long as such a person meets the conditions specified in the President's Orders he is eligible for appointment to posts reserved for Scheduled Castes|Tribes. Such an applicant should, therefore, be duly registered at the Employment Exchange even if, these Exchanges are situated outside the locality of the candidate's residence and considered for submission against reserved vacancies.

11.38. Persons who originally belonged to Scheduled Caste and were converted to another religion and have later been re-converted to Hinduism should be regarded as belonging to Scheduled Caste community for purposes of benefits admissible to members of such castes in the matter of recruitment to posts and services under the Government of India. Persons who were, however, born in a religion different from Hinduism but are converted to Hinduism should not be treated as members of scheduled castes whatever may be their family connections.

*Submission against reserved vacancies*

11.39. Applicants who are registered as Scheduled Caste or Scheduled Tribe candidates should be submitted against vacancies in

Government reserved for such applicants or against private vacancies where the employer specifically states that persons belonging to Scheduled Castes|Tribes should be submitted. Submission of scheduled caste|tribe applicants should not be confined to vacancies reserved for them. They should be considered for submission, along with others, also against non-reserved vacancies according to their suitability.

11.40. In case any question is raised by a Central Government employee with regard to the prior verification of an applicant's claim to belong to scheduled caste or scheduled tribe community, his attention should be drawn to the instructions contained in the Ministry of Home Affairs Office Memorandum No. 13|2|61-SCT(i), dated 12-11-61 [*see* Volume II, Appendix 1(10)].

*Publicity*

11.41. Details relating to reservation of vacancies for Scheduled Castes|Scheduled Tribes and the other privileges admissible to them under the provisions of the Constitution are contained in the Ministry of Home Affairs Resolution Nos. 42|21|49-NGS, dated 13th September, 1950; 42|19|51-NGS, dated 25th June, 1952; and 15|1|55-SCT, dated 30th April, 1955. These are reproduced in Volume II, Appendix I(ii) and should be displayed at a prominent place for the information of all concerned.

*Filling of Index Cards*

11.42. Index Cards of scheduled caste and scheduled tribe applicants should be separately filed in serial order according to Registration Nos. within each occupational group in the Live Register. The cards relating to other applicants should be filed behind the cards relating to Scheduled Caste|Tribe applicants in the same manner. Contacts with Scheduled Caste|Tribe Associations—Advertisement of vacancies for Scheduled Caste|Tribe Applicants.

11.43. In pursuance of the special provisions of the Constitution, special efforts should be made to find employment for Scheduled Caste|Tribe applicants. To this end, Employment Officers should enlist the co-operation of recognised Scheduled Caste|Tribe Associations. They should be asked to advise suitably qualified candidates who are interested in employment assistance (particularly in Government appointments) to register at Employment Exchanges. If Scheduled Caste|Tribe applicants are not available on the Live Register for submission against notified vacancies, the Exchange

should seek the assistance of local Scheduled Caste|Tribe Associations to obtain registrants and make the vacancies widely known. If appropriate, and with the concurrence of the employer the vacancies should be circulated to other Exchanges where Scheduled Caste|Tribe applicants of the type required are likely to be available. Information available in the Mobile Labour Location Statement (*See* Chapter XIII) should be utilised for this purpose. The Exchange may also if considered necessary advertise such vacancies in the Press (without disclosing the name of the employer) inviting suitable Scheduled Caste|Tribe applicants to apply to the Exchange, provided authority to do so has been given and funds have been made available by the State Director concerned.

*Statistics*

11.44. A Statistical summary ES 8-A|B of work performed in respect of Scheduled Caste|Tribe applicants should be rendered by all Exchanges (*See* Chapter XVIII). In addition, they should render special returns in respect of Scheduled Caste (ES 21) and Scheduled Tribe (ES.22) applicants showing the number of such applicants on the Live Register classified according to their qualifications and the trades in which they are registered.

## APPENDIX II

(*Vide* para 1.8 of Report)

*Summary and Conclusions made by the Working Group*

At the instance of the working group formed to go into the question of the recruitment of Scheduled Caste personnel in Government services, the Directorate General of Employment and Training undertook a study to ascertain the reasons for the non-absorption of Scheduled Caste candidates against the Vacancies reserved for them notified to the Employment Exchanges. This enquiry was restricted to 4 States viz, Andhra Pradesh, Madhya Pradesh, Uttar Pradesh and West Bengal and the Union Territory of Delhi. For purposes of an intensive enquiry on this subject, 3 employment exchanges were chose from each State and the vacancies reserved for Scheduled Caste candidates notified during the months of October-December, 1966 were analysed to examine the extent to which Scheduled Caste candidates have been absorbed against them. In this connection, the major employers in the selected areas were also approached to find out their experiences in recruiting scheduled caste applicants in their organisations, difficulties encountered by them etc. A summary of the analysis presented in earlier chapters and conclusions are given below:—

2. The extent of utilisation of employment exchanges by job seekers belonging to Scheduled Caste appear to be low as compared to other employment seekers. The proportion of Scheduled Caste applicants on the Live Register varied from 7.3 per cent to 16.2 per cent in the selected States as compared to their proportion among workers in the total populations which varied from 12.8 per cent to 23.6 per cent.

3. About 30 percent of the job seekers belonging to Scheduled Castes were matriculates in the two States of Andhra Pradesh and Madhya Pradesh while they formed about 20 percent in West Bengal and Delhi and 25 percent in Uttar Pradesh. In all the selected States, the proportion of matriculates among all communities is higher than the proportion among the Scheduled Castes. The ratio is graduates and post-graduates among Scheduled Caste job-seekers is considerably low in Andhra Pradesh and Delhi as compared to the ratio of applicants possessing similar qualifications among

the all applicants. In West Bengal, however, the ratio of graduates among Scheduled Caste job seekers worked out to 3.7 percent as against 3.9 percent worked out in respect of all categories of applicants.

4. A large number of applicants of this community registered with the employment exchange for unskilled jobs. Among the 5 States|Union Territory selected for study the number of applicants registered for clerical jobs was maximum in West Bengal (5646) followed by Uttar Pradesh (3345) and Andhra Pradesh (1648). Candidates registered for jobs as craftsmen and production process workers were comparatively large in Uttar Pradesh (2929) and West Bengal (2095).

5. The proportion of Scheduled Caste job seekers in the age group 25—34 is higher than the corresponding proportion for all applicants which indicates that the average age of Scheduled Caste job seekers in this age group is higher than the corresponding average age of other communities applicants.

6. A large number of Scheduled Castes (more than 70 percent in all States under study) on the Live Register of exchanges were not willing to move out of the district where they are residing. The programmes for their employment have therefore, to be localised within the district where they are concentrated.

7. A significant proportion of applicants belonging to Scheduled Castes in Andhra Pradesh registered for Government jobs only.

8. A total number of about ten thousand vacancies were notified to all exchanges in the country as reserved for Scheduled Castes during the year ending 1966. Of these reserved vacancies nearly one-third were notified to the 5 selected States, viz., Andhra Pradesh (307), Madhya Pradesh (1057), Uttar Pradesh (927), West Bengal (752) and Delhi (555).

9. The vacancies notified as reserved for Scheduled Caste applicants by State Government establishments formed only small fraction of the total number of vacancies notified to the exchanges during the year 1966. It has been observed that "a majority of the State Government establishments do not generally indicate the specific number of vacancies reserved for Scheduled Castes while sending requisition to the Employment Exchanges though they indicate the preference for them in some cases."

10. The occupational distribution of the reserved vacancies notified to the exchanges in the 5 States under study revealed that the proportion of vacancies relating to Craftsmen and production process workers in Uttar Pradesh and West Bengal and that of clerical and sales workers in Andhra Pradesh and West Bengal was comparatively high. As regards vacancies in Prof. and Technical occupations their proportion was comparatively high in Madhya Pradesh.

11. The reserved vacancies for Scheduled Castes cancelled due to non-availability of suitable applicants related to occupations which are generally in short supply. The number of such vacancies cancelled during the quarter under study included 2 in Andhra Pradesh, 12 in Madhya Pradesh, 11 in Uttar Pradesh, 12 in West Bengal and 16 in Delhi.

12. In all the 5 States under study, only 5 to 10 percent of Scheduled Caste applicants who had found employment through Employment Exchanges had been placed gainst reserved vacancies. For this very reason the total number of Scheduled Caste applicants placed exceeded the number of reserved vacancies notified for this community.

13. A deeper probe was made at selevted exchanges in 5 States| Union Territory to examine the steps taken in finding suitable employment for Scheduled Caste candidates registered with them and the reasons for their non-absorption against reserved vacancies after personal contact with local employers, it was revealed that:—

(i) Recruitment to Class III and Class IV posts in establishments under the Central Government is made compulsory through the exchanges throughout the country. The State Government (in all the selected States except West Bengal under study) have also issued administrative instructions in this regard. The recruitment through the exchanges is not compulsory (except in the case of Delhi where the instructions issued by the Ministry of Home Affairs are applicable). As such the exchange operations do not reflect the total volume of recruitments made by the establishments under the State Governments. Again while notifying the vacancies to the employment exchange, Central Government establishments specify the number of vacancies reserved for Scheduled Castes candidates no such indication is given in the requisition placed by the State Government establishments. Due to the

above limitation the intensive study may not be able to reveal the complete picture regarding the absorption of Scheduled Caste applicants against the reserved vacancies for Class III and Class IV posts. To speak nothing of class-I or II posts recruitment to which is made through the public service commissions.

(ii) During the 3 months period, October-December, 1966, the selected exchanges received 416 vacancies (excluding sweeper and Casual labour) reserved for Scheduled Castes of which the exchanges were able to fill 144 vacancies while 41 vacancies were filled by the employers directly by Scheduled Caste candidates. Of the remaining vacancies 67 were subsequently cancelled by the employers for reasons such as expiry of temporary sanction, recent ban on recruitment or because suitable scheduled castes candidates had not been found.

(iii) The selected exchanges have been able to submit suitable Scheduled Caste applicants against 353 of the 416 reserved vacancies notified to them during the quarter under study. The number of candidates submitted was 1817 (i.e. 5 to 6 candidates against one vacancy). While submissions made against clerical and unskilled vacancies was adequate (5 to 1 and 6 to 1 respectively), it was not so in the case of Professional as well as Technical vacancies. In the case of latter it was hardly 2 candidates per vacancy. This clearly indicates the paucity of skilled applicants among Scheduled Caste employment seekers at the exchanges.

(iv) It was observed that only 57 out of 416 reserved vacancies had been filled by non-Scheduled Caste applicants as a result of the direct recruitment or departmental promotion. Of these almost half (25) were professional and Technical vacancies for which there is an acute shortage of suitable applicants in general and Scheduled Caste applicants in particular. The remaining 28 vacancies included some vacancies of stenographers which were again in short supply universally. The remaining vacancies had been generally filled by absorption of surplus employees or by promotion of employees from a lower post.

(v) The Employment Exchanges had not been able to submit suitable scheduled Caste applicants against as many

as 64 vacancies notified to them during the quarter under study. Of these, almost, two-thirds (41) related to Professional and Technical workers (including craftsmen and other skilled workers) which are known to be in short supply—more so in the case of scheduled caste applicants. 20 clerical vacancies against which submissions could not be made included mostly those for Stenographers and Typists as also some for graduates clerks particularly in the case of Andhra Pradesh where such applicants were not available or Exchange registers in adequate numbers. Two of the three vacancies for unskilled workers were cancelled without any submissions having been made against them since the time allowed to the Exchanges was insufficient, actually the employers cancelled their demands before the Exchanges could submit candidates. The exchange was also not able to make submission against vacancy for a Fireman in whose case previous work experience in handling fire-fighting and first-aid treatment and appliances was an essential qualification.

As many as 80 vacancies reserved for Scheduled Caste applicants were still pending with the employers at the time of investigation. As many as 17 of the pending vacancies related to professional and technical workers, 56 to clerical and 16 to unskilled workers. These included vacancies against which no submissions had been made as well as those against which applicants submitted had not been found suitable. The study at selected Exchanges has thus proved that even though government orders regarding employment of Scheduled Castes and the machinery of Employment Exchanges to implement those orders (so far as their placement is concerned) are considered, more or less, adequate the main impediment in the placement of Scheduled Caste applicants in larger numbers is the non-availability of suitable candidates with requisite skills among them.

(vi) In case of non-availability of suitable Scheduled Caste applicants on their Live Register, Employment Exchanges are required to seek cooperation of the local Scheduled Castes Associations in procuring Scheduled Caste applicants for submission against reserved vacancies before issuing a non-availability certificate to the employer. The employers are also required to take similar steps before

recruiting non-Scheduled Caste applicants against a reserved vacancy. Though not in all cases Employment Exchanges had made efforts to enlist such cooperation from Scheduled Caste Associations, but with little success.

(vii) Almost all the Central Government establishments visited were maintaining special rosters to ensure proper representation of Scheduled Castes among the employees and were rendering periodical returns in this regard as prescribed by the Ministry of Home Affairs. However, in the case of State Government Establishments even such rosters have been prescribed they were not maintained. As such it was rather difficult to ensure proper representation of Scheduled Caste among their employees.

(viii) As a result of the studies made and personal discussions with the employers the following suggestions may be made which would facilitate absorption of Scheduled Caste applicants against Government vacancies in large numbers:—

(a) Employers who had not been able to get suitable scheduled Caste candidates against Technical and Professional vacancies were of the view that it would be in the fitness of things to introduce the reservation of seats for Scheduled Caste candidates in almost all programmes for training of Professional and Technical workers as well as craftsmen such as nurses, patwaries, teachers, apprentices in technical trade etc.

(b) In view of the shortage of professional and technical workers (including craftsmen and skilled workers) as well as the stenographers among scheduled caste applicants, it may not be sufficient merely to increase training facilities or make reservations for them. It is equally essential to strengthen the vocational guidance programme of the National Employment Service in adequate measure so as to bring home to Scheduled Caste School—leavers and their parents that they should take more and more to technical and vocational education training (rather than to go in for general education with a view to acquiring skills which are in growing demand).

(c) Some of the employers also recommended introduction of pre-employment training programmes for Scheduled

Caste candidates which would go along way in improving their performance and bring them to the general standard.

(d) Another suggestion made by the employers was that the rules of reservation should be extended to the purely temporary posts also. This would afford an opportunity to Scheduled Caste applicants appointed against short-term vacancies to gain valuable experience which would stand them in good stead later on and facilitate their absorption in regular vacancies.

(e) The Employment Officers were of the view that the notification of vacancies under the Employment Exchanges (Compulsory Notification of Vacancies) Act should specifically indicate the number of vacancies against which Scheduled Caste candidates are required. This would facilitate submission and absorption of larger number of Scheduled Caste applicants particularly in State Government vacancies by the Employment Exchanges. Apart from amendment in the form of notification of vacancies as pointed out some sort of executive instructions in this regard on the part of the State Government may also be necessary.

(f) A few of the employers expressed opinion in favour of discontinuance of reservation for they felt that it was doing more harm than good to Scheduled Caste candidates by working as a deterrent to their natural development of their competitive spirit and urged for self-improvement. Instead of reservation the Government could do well to provide more and better educational facilities for them and to introduce some sort of awards for outstanding performance in studies and training.

## APPENDIX III

(*Vide* Para No 2·8 of Report).

*Statement showing the number of reserved vacancies notified to and filled by the Employment Exchanges in each State/Union Territory in respect of Scheduled Caste applicants during year* 1968.

| State/Union Territory | No. of vacancies notified to Employment Exchanges in respect of all categories of applicants during the year. | | | | No. of vacancies notified as reserved for Scheduled Caste during the year | No. of reserved Vacancies filled by scheduled Caste applicants during the year. |
|---|---|---|---|---|---|---|
| | Central Govt. | Union Territory Admns. | State Govt. | Others | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. Andhra Pradesh | 5,136 | | 11,319 | 12,969 | 224 | 168 |
| 2. Assam | 6,157 | | 1,794 | 3,447 | 175 | 77 |
| 3. Bihar | 7,185 | | 8,818 | 23,433 | 163 | 50 |
| 4. Gujarat | 2,604 | | 10,542 | 11,225 | 190 | 102 |
| 5. Haryana | 4,028 | | 25,674 | 18,017 | 329 | 188 |
| 6. Jammu & Kashmir | 2,251 | | 149 | 404 | 29 | 9 |
| 7. Kerala | 2,290 | | 13,762 | 6,934 | 529 | 309 |
| 8. Madhya Pradesh | 7,562 | | 260,16 | 20,048 | 912 | 339 |
| 9. Madras | 4,004 | | 23,911 | 29,516 | 1,190 | 753 |
| 10. Maharashtra | 18,642 | | 21,394 | 40,317 | 794 | 355 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 11. Mysore | 3,010 | | 15,225 | 10,696 | 1,257 | 607 |
| 12. Orissa | 905 | | 8,237 | 11,567 | 69 | 40 |
| 13. Punjab | 3,862 | | 32,051 | 8,361 | 2,454 | 1,386 |
| 14. Rajasthan | 3,497 | | 10,410 | 10,024 | 230 | 124 |
| 15. Uttar Pradesh | 12,115 | | 37,249 | 44,643 | 709 | 325 |
| 16. West Bengal | 11,677 | | 7,715 | 41,816 | 748 | 169 |
| *Union Territories* | | | | | | |
| 17. Chandigarh | 1,373 | 1,520 | 3,314 | 1,165 | 462 | 69 |
| 18. Delhi. | 22,345 | 4,441 | 229 | 13,666 | 758 | 223 |
| 19. Goa | 868 | 1,163 | .. | 167 | 136 | 3 |
| 20. Himachal Pradesh | 5,104 | 7,467 | 2,053 | 825 | 152 | 82 |
| 21. Manipur | 340 | 1,553 | | 885 | 35 | 1 |
| 22. Pondicherry | 57 | 672 | | 134 | 28 | 16 |
| 23. Tripura | 209 | 1,772 | | 227 | 25 | 16 |
| 24. Central Emp. Exchange | 3,788 | | | 1,861 | 449 | 48 |
| ALL INDIA TOTAL | 1,29,009 | 18,588 | 2,54,862 | 3,11,547 | 12.047 | 5,459 |

## APPENDIX IV

(*Vide* Para 2·8 of Report)

*Statement showing the number of reserved vacancies notified to and filled by the Employment Exchanges in each State/Union Territory in respect of Scheduled Tribe applicants during the year* 1968.

| State/Union-Territory. | Member of vacancies notified to Employment Exchanges in respect of all categories of applicants during the year | | | | No. of vacancies notified as reserved for Scheduled Tribes during the year. | No. of reserved vacancies filled by Scheduled Tribe applicant during the year. |
|---|---|---|---|---|---|---|
| | Central Govt. | Union Territary Administrations. | State Govt. | Others | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. Andhra Pradesh | 5,136 | | 11,319 | 12,969 | 79 | 50 |
| 2. Assam | 6,157 | | 1,794 | 3,447 | 282 | 81 |
| 3. Bihar | 7,185 | | 8,818 | 23,433 | 370 | 314 |
| 4. Gujarat . . . | 2,604 | | 10,542 | 11,225 | 221 | 19 |
| 5. Haryana . . | 4,028 | | 25·674 | 18,017 | 30 | 4 |
| 6 Jammu & Kashmir . | 2,251 | | 149 | 404 | 5 | .. |
| 7. Kerala . . . . | 2,290 | | 13,762 | 6,934 | 281 | 106 |
| 8. Madhya Pradesh | 7,568 | | 26,016 | 20,048 | 780 | 372 |
| 9 Madras . | 4,004 | | 23,911 | 29,516 | 163 | 51 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| 10. Maharashtra | 18,6,42 | | 21,394 | 40,317 | 486 | 115 |
| 11. Mysore | 3,010 | | 15,225 | 10,696 | 262 | 5 0 |
| 12. Orissa | 905 | .. | 8,237 | 11,567 | 110 | 23 |
| 13. Punjab | 3,862 | .. | 32,051 | 8,361 | 81 | 8 |
| 14. Rajasthan | 3,497 | .. | 10,410 | 10,024 | 68 | 28 |
| 15. Uttar Pradesh | 12,115 | | 37,249 | 44,643 | 161 | 19 |
| 16. West Bengal | 11,677 | .. | 2,715 | 41,816 | 507 | 58 |
| *Union Territory.* | | | | | | |
| 17. Chandigarh | 1,373 | 15,20 | 3,314 | 1‹165 | 35 | |
| 18. Delhi | 22,345 | 4,441 | 229 | 13,666 | 296 | 23 |
| 19. Goa | 868 | 1,163 | .. | 167 | .. | |
| 20. Himachal Pradesh. | 5.104 | 7,467 | 2,053 | 825 | 13 | 1 |
| 21. Manipur | 340 | 1,550 | .. | 85 | 89 | .. |
| 22. Pondicherry | 57 | 672 | .. | 134 | .. | .. |
| 23. Tripura. | 209 | 1,772 | .. | 227 | 79 | 28 |
| 24. Central Emp. Exchanges | 3,788 | | .. | 1,861 | 86 | 8 |
| ALL INDIA TOTAL | 1,29.009 | 18,588 | 2,54,862 | 3,11,547 | 4,484 | 1,358 |

## APPENDIX V

(*Vide* Para 2.12 of Report)

*National Employment Service*
*Employment Exchange Minute*

No. 1-2|2|68

| MINUTE | ACTION TAKEN |
|---|---|
| EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) RULES, 1960—AMENDMENTS ISSUED:<br><br>In Appendix 1(1) of Volue II of the NESM the Employment Exchanges (Compulsory Notification of Vacancies) Rules 1960 have been given. Some amendments to these rules have now been issued. Extracts from the Gazette of India containing these amendments are reproduced below for information and guidance.<br><br>(No. EEI. 21(158)|68) | |

EXTRACT FROM PART-II SECTION 3(1) OF THE GAZETTE OF INDIA DATED 23-3-1968

NOTIFICATION

G.S.R. 548.—In exercise of the powers conferred by Section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959), the Central Government hereby makes the following rules further to amend the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1969, the same having been previously published as required by sub-section (I) of the said section, namely:—

1. These rules may be called the Employment Exchanges (Compulsory Notification of Vacancies) Amendment Rules, 1968.

2. In sub-rule (1) of rule 3 of the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 (hereinafter referred to as the said rules), for clause (a) the following clause shall be substituted, namely:—

"(a) Vacancies in posts of technical and scientific nature carrying a basic pay of Rs. 210/- or more per month occurring in establishments in respect of which the Central Government is the appropriate Government under the Act, and"

3. Rule 4 of the said rules shall be re-numbered as sub-rule (1) of that rule, and—

(a) in sub-rule (1) as so-renumbered, for item 9, the following item shall be substituted, namely:—

"9. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, Ex-Servicemen and Physically handicapped persons in filling up the vacancies, and if so the number of vacancies to be filled by rule shall be inserted, namely:—

(b) After sub-rule (1) as so re-numbered, the following sub-rule shall be inserted, namely:—

"(2). The vacancies shall be re-notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under sub-rule (1)".

4. In rule 8 of the said rules, for the words "The collector or the Deputy Commissioner, as the case may be of the district in which the establishment is located" the words "The Director of Employment of the State in which the establishment is located" shall be substituted.

---

Issued by the Directorate of Employment Exchanges, Directorate

"(2). The vacancies shall be re-notified in writing to the

ment and Rehabilitation, New Delhi on the 29th November, 1968.

## APPENDIX VI

(*vide* Para 36 of Report)

No. EEI-20(4)|69

GOVERNMENT OF INDIA

MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION
DEPARTMENT OF LABOUR AND EMPLOYMENT (D.G.E.&T.)

*Dated New Delhi, the 3rd July,* 1969

*OFFICE MEMORANDUM*

SUBJECT:—*Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes.*

The undersigned is directed to refer to O.M. No. 27|2|69-Ests (SCT) dated the 11th April, 1969, on the above subject, and to request that further instructions may kindly be issued by the Ministry of Home Affairs to the Ministries|Departments etc. in regard to the decisions (b), (c) and (d) of the minutes of the inter-departmental meeting held on the 13th January, 1969 (extract enclosed). A copy of the instructions issued in this regard may kindly be endorsed to this Directorate General.

2. To make the contact/correspondence with the Liaison Officers purposeful, it would be necessary for the Employment Officer concerned to know of the result of submission from the Government employer in each case, without any delay whatsoever. The Ministry of Home Affairs have already issued instructions to all Ministries/Departments, etc. (*vide* their O.M. No. 14|12|67-Estt. dated the 10th April, 1968) in terms of which the employers are required to intimate the results of submission made by the Employment Exchange, to the Exchange within a period of one month. Further, if any of the vacancies reserved for scheduled castes/Scheduled tribes is not filled by a candidate of the respective category, sponsored by the Employment Exchange, specific reasons therefore should be communicated to the Exchange by the employer. It is understood that in spite of the follow-up action taken by Employment Officers, they are not in many cases informed of the result of submission, for a long time. It will, therefore, be appreciated if the Ministry of Home Affairs could issue further instructions to other Ministries/Departments, etc. impressing upon them the need to stick to the time



3081 (Aii) LS—4.

limit indicated in the earlier O.M. of 10th April, 1968. A copy of the fresh instructions issued by the Ministry of Home Affairs in this regard may also kindly be furnished to this Directorate General.

Sd/- H. P. MEHTA

*for Director of Employment Exchanges*

To

The Ministry of Home Affairs,
New Delhi.

Extract from the Minutes of the meeting held on 13.1.1969 in the Department of Social Welfare

Some of the difficulties experience by the employment exchanges were also discussed. It was decided to urge the Ministry of Home Affairs to:

(a) keep the Directorate General of Employment and Training informed of the appointment of liaison officers in the various Departments;

(b) be instruct the employer offices to give adequate notice of vacancies;

(c) to instruct the employer offices to invariably indicate the reasons for rejecting candidates; and;

(d) to advise the liaison officers to be available for consultations by Employment Exchange officers.

## APPENDIX VII

(*Vide* para 4.4 of Report)

*Comprehensive scheme for rendering vocational guidance, pre-employment orientation and Tutorial Service to Scheduled Caste/ Scheduled Tribe Persons during* 1967—70

1. Absorption of Scheduled Caste (S.C.)/Scheduled Tribe (S.T.) applicants in Government jobs needs to be accelerated. The following observations are pertinent in this context:

(i) It is experienced that all the vacancies reserved for S.C./ S.T. applicants are not filled, for want of suitable candidates. The same is the situation with regard to seats reserved for them in educational and training institutions. One of the reasons may be that S.C./S.T. boys and girls while at school are unaware of the facilities like reservations, scholarships and free hostel accommodation available to them in different courses, institutions, professions etc.

(ii) It has been seen that against certain vacancies Employment Exchanges have been submitting S.C./S.T. applicants, but they were rejected by the employers, on the ground that they were not up to the mark. The main reason for this is that S.C./S.T. applicants have not received prior guidance before making their vocational choice. The occupations for which they register at the Exchanges are perhaps not quite suitable for them.

(iii) It is seen that S.C./S.T. trainees in Industrial Training Institutes encounter difficulties in assimilating theoretical instructions. This may be due to the lack of stimulating experiences in their family and social life.

(iv) The survey conducted by the Directorate General of Employment and Training revealed that some employers were of the opinion that the S.C./S.T. applicants need pre-employment orientation. The Yardi Committee set up by the Ministry of Home Affairs, Government of India, also recommended that S.C./S.T. candidates should be given vocational guidance.

2. It is therefore proposed to organise the following two services for the benefit of S.C./S.T. persons.

(a) Special Vocational guidance and pre-employment orientation service to S.C./S.T. applicants approaching employment exchanges for Class III posts.

(b) Tutorial facilities to S.C./S.T. trainees in Industrial Training Institutes, to help increase their power of assimilation and absorption of theoretical instructions.

3. It is also proposed to undertake a survey of vacancies reserved for S.C./S.T. applicants. The two major objectives of the survey are:—

(a) to find out characteristics of S.C./S.T. persons appointed against the reserved vacancies; and

(b) to find out reasons for reserved vacancies remaining unfilled and to evolve measures to ensure filling up of all the reserved vacancies.

4. Schemes 1 and 2 will be administered by the Directorate of Employment Exchanges of the D.G.E&T while the third scheme will be administered by the Directorate of Training, D.G.E.&T.

All the three schemes will be administered by the D.G.E.&T and the funds amounting to Rs. 2.21 lakhs will be made available by the Social Welfare Department, Government of India. Scheme-wise break-up of estimated expenditure during 1969-70 is as follows:

| | |
|---|---|
| (a) Scheme for establishing coaching *cum* guidance centres at four places | 1,82,000.00 |
| (b) Survey of vacancies reserved for S.C./S.T. applicants | 20,500.00 |
| (c) Scheme for providing tutorial facilities to S.C./S.T. trainees in I.T. Is. | 18,950.00 |
| Total: | 2,21,450.00 |

Note: The Department of Social Welfare, Govt. of India, intimated that Schemes 1 and 2 have been approved for implementation during this year, and that the funds will be made available after they get supplementary grants.

## SCHEME 1

*Scheme for establishing coaching-cum-guidance centres for Scheduled Caste/Scheduled Tribe persons during* 1969-70

It is proposed to establish, on a pilot basis a few coaching *cum* guidance centres to render guidance and pre-employment orientation to Scheduled Caste|Scheduled Tribe applicants. During the year 1969-70 four such centres will be opened with effect from 1.4.69 for a period of one year in the first instance at Madras, Delhi, Jabalpur and Kanpur selected on the basis of (i) high incidence of Scheduled Caste/Scheduled Tribe people in population (ii) registrants on the exchange registers and (iii) availability of employment opportunities in fairly large numbers in the area.

2. Functions of these centres will be:—

(a) to provide "confidence-building" training to Scheduled Caste|Scheduled Tribe matriculates and above and who are registered with Employment Exchanges for class III posts. The course should cover subjects like preparation for interview, improvement in bearing and conduct, manner of expression, etc. The course will cover about four lectures at the rate of a lecture a week. Pre-submission interviews for the benefit of Scheduled Caste/Scheduled Tribe applicants being submitted against reserved posts, will be conducted by the officers of the centres in order to apprise them fully of the organisation and the nature of work they are expected to do;

(b) to review old cases of Scheduled Caste/Scheduled Tribe registrants who have been repeatedly rejected by employers and render vocational guidance to them and to discuss their problems with their parents in order to improve their employability by advising them to change their vocational aspirations more realistically;

(c) wherever possible to administer psychological tests to assess interests, aptitudes, intelligence and predilections of Scheduled Caste/Scheduled Tribe youth registered at employment exchanges, to guide them to suitable higher education, training, jobs;

(d) to work in close collaboration with Employment Exchanges concerned in liaising with employers, Scheduled Caste/Scheduled Tribe associations, various State and Central Government organisations in order to improve placement of Scheduled Caste/Scheduled Tribe applicants;

(e) to perform watch-dog functions in the matters of filling up of posts/seats reserved for Scheduled Caste/Scheduled Tribe applicants, in Central/State and Quasi Government establishments and training institutions in their areas; and

(f) to disseminate and distribute Occupational Information Literature, particularly suitable for Scheduled Caste/Scheduled Tribe applicants.

3. Staff in the Centres will consist of:

| | | |
|---|---|---|
| Employment Officer | | |
| Asstt. Employment Officer | Rs. 325-575 | 1 |
| Upper Division Clerk | Rs. 130-280 | 1 |
| Typist | Rs. 110-180 | 1 |
| Daftry | Rs. 75-85 | 1 |
| Peon | Rs. 75-85 | 1 |
| | | 6 |

Staff at the D.G.E.&T. will be:

| | |
|---|---|
| Officer on Special Duty (in the rank of Sub-Regional Employment Officer S.R.E.O. | 1 |
| Lower Division Clerk/Typist | 1 |

Staff pattern at these centres will be reviewed and necessary adjustments will be made based on the experience gained over a period of nine months.

4. Duties of the Staff:—

*Employment Officer*

(a) to supervise and administer the Centre and its activities.

(b) to have liaison and contacts with various employers/organisations.

(c) to check and follow-up placements of Scheduled Caste/Scheduled Tribe applicants, in Central, State/Quasi Govt. Establishments and training institutions.

*Asstt. Employment Officer*

(a) to organise confidence building training for Scheduled Caste/Scheduled Tribe registrants.

(b) to review old Scheduled Caste/Scheduled Tribe cases on the Live Register of employment exchanges.

(c) distribution of occupational information literature.

(d) to arrange talks by experts.

5. *Funds*: to meet both recurring and non-recurring expenditure amounting to Rs. 1.82 lakhs will be made available to the D.G.E.&T. by the Social Welfare Department, Government of India for running these four centres. Details of the estimated expenditure are appended.

6. As far as possible they will be housed in an Employment Exchange building.

7. These centres will be run by the D.G.E.&T. But the day-to-day administrative control and supervision will be exercised by the State Director of Employment. At the D.G.E.&T. the Scheme will be under the charge of an officer of the grade of Sub-Regional Employment Officer, who will be in charge of the scheme for conducting the survey. He will also along with representatives of the Backward Classes Welfare Wing of the Social Welfare Department, Government of India and State Director of Employment, evaluate and inspect the work of the centres every quarter and submit reports.

8. There will be a local coordination Committee consisting of representatives of the D.G.E.&T., State Directorates of Employment and Training, Backward Classes Welfare Wing of the Social Welfare Department, Government of India, and the concerned State Governments

*Estimated Expenditure on Coaching-cum-evidance Centres, during the year 1969-70.*

| | | Recurring | Non-recurring | Total |
|---|---|---|---|---|
| 1 | Salary of staff, (including Dearness Allowance, City Compensatory Allowance House Rent Allowance | Rs. 25000·00 | Rs. .. | Rs. 25000·00 |
| 2 | Travelling Allowance | 2000·00 | .. | 2000·00 |
| 3 | Rent of building (Rs. 250 × 12) | 3000·00 | .. | 3000·00 |
| 4 | Telephone | 1000·00 | | 1000·00 |
| 5 | Contingencies | 3000·00 | | 3000·00 |
| 6 | Honorarium to guest lecture | 3000·00 | .. | 3000·00 |
| 7 | Typewriter(1) | | 1000·00 | 1000·00 |
| 8 | Furniture | | 3500·00 | 3500·00 |
| 9 | Books | | 500·00 | 500·00 |
| | GRAND TOTAL | 37000·00 | 5000·00 | 42000·00 ×4 168000.00 |

NOTE :—Salary of staff has been calculated on the basis of minimum limit of pay scales.

*Estimated Expenditure on the Staff at the Directorate General of Employment and Training during 1969-70.*

| | Recurring | Non recurring | Total |
|---|---|---|---|
| 1 Salary of staff (including Dearness Allowance, City Compensatory Allowance, and House Rent Allowance. . . . . | Rs. 11040·00 | .. | Rs. 11040·00 |
| 2 Travelling Allowance . . . . . | Rs. 3000·00 | .. | Rs. 3000·00 |
| | Rs. 14040·00 | .. | Rs. 14040·00 |
| | Say Rs. 14000·00 | | |

NOTE :—Salary of staff has been calculated on the basis of minimum limits of pay scales.

## Scheme 2

*Survey of vacancies reserved for Scheduled Castes|Scheduled tribe Applicants.*

1. It is experienced that a large number of vacancies reserved for Scheduled Caste|Scheduled Tribe applicants are remaining unfilled. The reasons for this are not very clear.

2. It is, therefore, proposed to conduct a survey during the year 1969-70, to investigate into the policy of reserving vacanies for Scheduled Caste|Scheduled Tribe applicants.

3. The objectives of the survey are:—

(a) to find out the percentage and type of posts remaining unfilled;

(b) to find out reasons for vacancies remaining unfilled;

(c) to find out characteristics of Scheduled Caste|Scheduled Tribe applicants appointed against reserved vacancies;

(d) to evolve measures for filling up of all the reserved posts; and

(e) to find out employers' views about Scheduled Caste|Scheduled Tribe applicants and their reasons for rejecting such applicants.

4. The survey will be restricted to the vacancies in the Central Ministries and their departments.

5. The survey will be completed within a period of six months.

6. The survey will be conducted by a team of two Employment Officers experienced in conducting such surveys and studies. They will be assisted by adequate technical staff.

7. The entire expenditure amounting to Rs. 20,500.00 on the survey will be met from the funds to be made available to the Directorate General of Employment and Training by the Social Welfare Department, Govt. of India. Details of estimated expenditure are appended.

*Estimated expenditure on survey to investigate into the policy of reserving vacancies for Scheduled Caste/Scheduled Tribe applicants during 1969-70.*

| | Recurring | Non Recurring | Total |
|---|---|---|---|
| 1. Salary of staff (Rs. 2900×6) (including Dearness Allowance, City Compensatory Allowance, House Rent Allowance) | Rs. 17400.00 | — | Rs. 17400.00 |
| 2. Travelling Allowance | Rs. 3000.00 | — | Rs. 3000.00 |
| | Rs. 20,400.00<br>Say Rs. 20,500.00 | — | Rs. 20,400.00 |

Note: Salary of Staff has been calculated on the basis of minimum limits of pay scales.

**Scheme 3**

*Scheme for providing tutorial facilities to Scheduled Caste|Scheduled Tribe Training in Industrial Training.*

It is observed that most of the Scheduled Caste|Scheduled Tribe trainees in Industrial Training Institutes encounter difficulties in assimilating theoretical instructions. This may be due to the social and economic background which they have. This handicap to a great extent mars their chances of success in examination and also in interviews with employers.

2. It is therefore proposed to provide tutorial facilities in Mathematics, Science and Language to Scheduled Caste|Scheduled Tribe trainees of Industrial Training Institutes located in Delhi and Jabalpur on a pilot basis. This scheme will cover only engineering trades and will be put into operation from the session starting in August 1969.

3. Tutorial classes may be held in selected Industrial Training Institutes|Central Training for Instructors|Model Training Institutes, in the evening. Every student will attend at least 3 classes (of two hours duration) a week-one in Mathematics, one in Science and one in language. The strength of a class will not exceed 30 boys.

4. Tutors will be appointed on a part-time basis and they will be paid honorarium of Rs. 10.00 for the first hour and Rs. 5.00 for the second hour of the working day. The number of tutors will depend on the number of Scheduled Castes|Scheduled Tribe trainees in an Institution.

5. Scheduled Caste|Scheduled Tribe trainees will be provided with necessary stationery @ Rs. 0.50 per trainee per month.

6. Necessary funds for providing tutorial facilities to Scheduled Caste|Scheduled Tribe trainees in Industrial Training Institutes, amounting to Rs. 18,950.00 will be made available to the D.G.E.&T. by the Social Welfare Department, Government of India. The Scheme will be administered by the Directorate of Training of the D.G.E.&T. The work of these tutors will be supervised by the Principal of Industrial Training Institute concerned.

*Estimated Expenditure on Tutorial Facilities to Scheduled Castes/Scheduled Tribes Trainees in Industrial Training Institutes During* 1969-70

| Name of ITI | Total number of seats introduced in engineering trades | No. of SC/ST trainees on rolls at the end of Dec. 1968 | Honorarium to tutors @Rs. 1·50* per trainee per week, for one month | Honorarium to tutors for 2 months | Stationery to the trainees @Rs. 0·50 trainee per mensem, for 12 months | Total for 12 months |
|---|---|---|---|---|---|---|
| | | | Rs. | Rs. | Rs. | Rs. |
| Jabalpur . . . . | 700 | 123 | 738·00 | 8856·00 | 738·00 | 9594·00 |
| Delhi (6 I. T. Is.) . . . . . | 4,436 | 120 | 720·00 | 8640·00 | 720·00 | 9360·00 |

*At the rate of Rs. 15/- for a class of two hours' duration in a week, Rs. 45/- will be spent on these classes, attended by a maximum number of 30 trainees. Therefore, per-pupil-per-week cost will be Rs. $\frac{45 \cdot 00}{30} = 1 \cdot 50$

## APPENDIX VIII

(*Vide* para 4·9 of Report)

*Statement showing State-wise the number of seats introduced and number on roll in the Trade of Stenography as on* 30-9-1968 *and* 30-6-1969

| State/Union Territory | As on 30-9-1968 | | | | As on 30-6-1969 | | | |
|---|---|---|---|---|---|---|---|---|
| | Seats introduced | Number on roll | No. of S/C included in Col, 3 | No. of S/T included in Col. 3 | Seats introduced | No. on roll | No. of S/C in Col. 7 | No. of S/T. in Col. 7 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1. Andhra Pradesh | 64 | 80 | 4 | .. | 64 | 65 | 5 | .. |
| 2. Assam | 96 | 74 | 2 | 1 | 96 | 60 | 1 | 1 |
| 3. Haryana | 160 | 205 | 16 | .. | 160 | 182 | 19 | .. |
| 4. Jammu & Kashmir | 64 | 79 | 2 | .. | 96 | 73 | 6 | .. |
| 5. Madhya Pradesh | 192 | 138 | 9 | 3 | 192 | 114 | 12 | 3 |
| 6. Maharashtra | 192 | 161 | 8 | 4 | 192 | 161 | 12 | 5 |
| 7. Mysore | 128 | 115 | 11 | .. | 128 | 102 | 10 | .. |
| 8. Orissa | 128 | 150 | 10 | 4 | 128 | 118 | 7 | 6 |
| 9. Punjab | 528 | 748 | 76 | .. | 528 | 624 | 65 | .. |
| 10. Rajasthan | 32 | 35 | 9 | 1 | 32 | 27 | 7 | .. |
| 11. Tamilnadu | 64 | 50 | 4 | .. | 64 | 47 | 5 | .. |
| 12. Uttar Pradesh | 704 | 807 | 79 | 5 | 704 | 626 | 73 | 4 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 13. Chandigarh . . . . . | 112 | 133 | 10 | 6 | 112 | 120 | 8 | 6 |
| 14. Delhi . . . . . | 576 | 588 | 24 | .. | 576 | 488 | 11 | .. |
| 15. Himachal Pradesh . . . . . | 176 | 210 | 29 | 2 | 176 | 172 | 21 | 3 |
| 16. Manipur . . . . . | 16 | 22 | .. | 3 | 16 | 17 | .. | 2 |
| 17. Tripura. . . . . | 32 | 20 | 4 | 1 | 32 | 9 | 4 | 2 |
| ALL INDIA TOTAL . . . . . | 3264 | 3615 | 297 | 30 | 3296 | 3005 | 266 | 32 |

## APPENDIX IX

(*Vide* para 4·10 of Report)

*Number of Scheduled Castes/Tribes trainees on roll in the whole country in all the trades as on* 30-9-68 *and* 30-6-69.

| | Total number of trainees on roll | S/C trainees included in previous Column. | S/T trainees included in previous column |
|---|---|---|---|
| As on 30-9-1968* . . . . . | 1,10,665 | 12,701 | 2,349 |
| As on 30-6-1969 . . . . . | 95,289 | 11,859 | 2,054 |

*The session starts on 1st August, 1968. The figures thus show the position at the beginning of the session as well as at the end. The Session finishes on 31st July, 1969.

## APPENDIX X

(*Vide* para 5·4 of Report.)

*Number of applicants on the Live Register of Employment Exchanges at the end of September of each year during the period of* 1965—1968 *classified by the period of duration on the Live Register.*

| Year (at the end of September) | Number on Live Register at the end of September of each year | | | | |
|---|---|---|---|---|---|
| | Less than 1 year. | 1 year or more but less than 2 years | 2 years or or more but less than 3 years | 3 years and above. | Total* |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1965 | 17,33,019 (65·3) | 5,41,460 (20·4) | 2,35,240 (8·9) | 1,43,495 (5·4) | 26,53,214 ** (100·0) |
| 1966 | 17,80,010 (65·2) | 5,56,538 (20·4) | 2,45,712 (8·9) | 1,49,892 (5·5) | 27,32,152 (100·0) |
| 1967 | 18,11,340 (63·9) | 5,92,077 (20·9) | 2,56,856 (9·1) | 1,74,692 (6·1) | 28,34,965** (100·0) |
| 1968 | 19,77,213 (64·6) | 6,34,511 (20·7) | 2,76,524 (9·0) | 1,73,351 (5·7) | 30,61,599 (100·0) |

NOTE :—Figures in brackets indicate percentages to the total.

2. *Excludes the applicants who were on the live register of Professional and Executive Employment Offices.

3. ** Excludes applicants who were on the live register of Employment Exchanges, Panjim (Goa) for which detailed break up is not available.

## APPENDIX XI

(*vide* para 4 of Introduction)

*Summary of Conclusion/Recommendations contained in the Report*

| Sl. No. | Refernce to Para number of the Report | Summary of Conclusions/ Recommendations |
|---|---|---|
| 1 | 2 | 3 |
| 1 | 1.9 | The Committee note that a comprehensive survey on employment of Scheduled Castes through Employment Exchanges in certain selected States/Union Territory was conducted by the Directorate General of Employment and Training. They also note with regret that according to the survey conducted by the Working Group, the extent of utilisation of employment exchanges by job seekers belonging to Scheduled Caste was low as compared to other employment seekers. The vacancies notified as reserved for Scheduled Caste applicants by State Government establishments formed only a small fraction of the total number of vacancies notified to the exchanges during the year 1966. According to the survey, a majority of the State Government establishments do not generally indicate the specific number of vacancies reserved for Scheduled Castes while sending requisition to the employment exchanges though they indicate the preference for them in some cases. |
| | 1.10. | The Committee also take note of the analysis made by the Working Group in regard to the reasons for non-absorption of Scheduled Caste |

| 1 | 2 | 3 |
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| | | candidates against reserved vacancies. They hope that the Department of Labour and Employment would take necessary action to implement the recommendations made by the Working Group so as to facilitate the absorption of Scheduled Castes in services in larger numbers. |
| | 1.11 | The Committee would suggest that a similar survey should be conducted about the employment of Scheduled Tribe candidates in selected areas where there is large concentration of Schedule Tribe population. |
| 2 | 2.6 | From the statement given in para 2.5. the Committee note that although in the year 1968, the number of registrations effected in respect of Scheduled Castes and Scheduled Tribes was more than in the year 1966, the percentage of placements to registrations was less in 1968 than in 1966. They also note that the percentage of placements both in respect of Scheduled Caste Tribe applicants was slightly higher as compared to other categories of applicants during all the three years. However, the Committee would like the Government to investigate the reasons for the decline in the percentage of placements of Scheduled Castes and Scheduled Tribes as also other categories of job seekers during the year 1967-68 in relation to total registrations and initiate necessary remedial measures. |
| 3 | 2.13 | The Committee are unhappy to observe that only about 41 per cent of vacancies out of total vacancies notified as reserved for Scheduled Castes and Scheduled Tribes during 1968 were actually filled. They are also unhappy that only 2.3 per cent vacancies were notified as reserved for Scheduled Castes and Scheduled Tribes during 1968. In view of the insignificant percentage of vacancies notified as reserved for Scheduled Castes and Scheduled Tribes, the Com- |

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| | | mittee would like that the Ministries/Departments and other authorities should ensure that percentage of posts intended to be reserved for Scheduled Castes and Scheduled Tribes is duly taken into consideration while notifying the vacancies to Employment Exchanges. |
| 4 | 2.14 | While the Committee take note of the measures taken by the Employment Exchanges to ensure the prompt placement of Scheduled Caste and Scheduled Tribe candidates, namely, follow-up of reserved vacancies, inspection of Employment Exchanges, post-study and frequent contact with Scheduled Caste/Tribe associations, etc. they would urge that these efforts should be intensified so that placements are effected in the quickest possible time in all categories of posts according to the quotas reserved for Scheduled Castes and Scheduled Tribes. The Committee need hardly stress that vigorous efforts should be made by the Directorate General of Employment and Training to see that placements are effected in all categories of posts, according to the quotas reserved for Scheduled Castes and Scheduled Tribes. |
| 5 | 2.15 | The Committee would desire that the employment Exchanges should ensure that every requisition received by them for recruitment specifically mentions the number of posts reserved for Scheduled Castes and Scheduled Tribes. If this fact is not mentioned in the requisition, the Employment Exchanges should return the requisition to the authorities concerned asking them to resubmit the same duly indicating the number of posts reserved for Scheduled Castes and Scheduled Tribes. |
| 6 | 3.7 | The Committee regret to note that, as stated by the representative of the Department of La- |

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| | | bour & Employment, the Ministries/Departments of the Government of India are not indicating to the employment exchanges the reasons for not filling the reserved posts by Scheduled Caste and Scheduled Tribe candidates sponsored by the employment exchanges. The Committee are all the more unhappy that although a decision was taken in an inter-departmental meeting held in September, 1966, that a check should be exercised over the decisions of the appointing authorities in the matter of not filling the reserved vacancies by candidates of these communities, the Ministry of Home Affairs took nearly two years to issue their order directing the employing establishments to give specific reasons for not filling the reserved vacancies by the candidates of these communities. The Committee deplore such inordinate delays. |
| | 3.8 | From the note furnished by the Department of Labour and Employment, the Committee gather that the instructions of the Ministry of Home Affairs are still not being followed by the employing establishments and, as a consequence, the Directorate General of Employment and Training have requested the Ministry of Home Affairs again to issue instructions to the Ministries/Departments for strict compliance of the orders issued in this regard. The Committee take a serious view that orders issued by the Ministry of Home Affairs are by and large not implemented by the Ministries and Departments. The Committee suggest that the Directorate General of Employment and Training should bring cases of non-compliance of the Government of India orders to the notice of the Commissioner for Scheduled Castes and Scheduled Tribes as also to the Ministry of Home Affairs so that these could be properly looked into. |

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| 7 | 3.9 | The Committee also are in agreement with the views expressed by the Commissioner for Scheduled Castes and Scheduled Tribes in his 17th Report (1967-68) that the Employment and Training Organisation should keep a liaison with employing agencies to find out the type of vacancies which are likely to be notified to them. This, the Committee feel, would enable the Directorate General of Employment and Training to map out and plan their training programmes. |
| 8 | 4.17 | The Committee note that Vocational Guidance Officers in employment exchanges render guidance to groups of Scheduled Caste and Scheduled Tribe candidates visiting employment exchanges. The Committee suggest that the Scheduled Caste and Scheduled Tribe candidates approaching the employment exchanges for jobs should be encouraged to go in for training in those trades in which there is considerable demand for trained hands from employing agencies. The Committee further suggest that the Employment Exchanges should give adequate publicity about the vocational guidance given to Scheduled Caste and Scheduled Tribe candidates through newspapers and other publicity media so that more and more Scheduled Caste and Scheduled Tribe candidates can make use of the facilities that are available in the Employment Exchanges. Arrangements may also be made to display descriptive charts in the Employment Exchanges showing the guidance facilities that are available to Scheduled Caste and Scheduled Tribe candidates. |
| 9 | 4.18 | The Committee are glad to note that coaching-cum-guidance centres for Scheduled Castes and Scheduled Tribes are proposed to be set up on a pilot basis in four different States/Union Territory, namely, Madhya Pradesh, Uttar Pradesh, Tamil Nadu, and Delhi for rendering guid- |

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| | | ance and pre-employment orientation and coaching to Scheduled Caste and Scheduled Tribe candidates. They also note that these centres are to be set up initially for a period of one year and will provide confidence building training to Scheduled Caste and Scheduled Tribe candidates. The Committee hope that the scheme which has been formulated on a pilot basis would be gradually extended to other areas if the results prove encouraging. |
| 10 | 4.19 | The Committee find that of the three schemes formulated by the Department of Labour and Employment, viz. (i) schemes for establishing coaching-cum-guidance centres for Scheduled Castes/Tribes during 1969-70; (ii) survey of vacancies reserved for Scheduled Caste/Tribe applicants; and (iii) scheme for providing tutorial facilities to Scheduled Caste/Tribe trainees in industrial training, only the first two schemes have been sanctioned. They suggest that the third scheme, namely, the scheme for providing tutorial facilities to Scheduled Caste and Scheduled Tribe trainees in Industrial Training Institutes may also be implemented inasmuch as it would facilitate the Scheduled Caste/Scheduled Tribe trainees in assimilating theoretical instructions and improve their chances of success in examinations and also interviews with employers. |
| 11 | 4.20 | From the statements furnished by the Department of Labour and Employment in regard to the number of seats introduced and the number of trainees on roll, the Committee observe that in the trade of Stenography as on 30th June, 1969 in Industrial Training Institutes/Centres the percentage of Scheduled Caste and Scheduled Tribe trainees is only 8.8 per cent and 1.2 per cent respectively. The percentage of Scheduled Caste and Scheduled Tribe trainees on roll in the whole country in all the trades as on 30th June, 1969 is only 12 per cent and 2.1 per cent respectively. |

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| | | The Committee feel unhappy about the poor intake of Scheduled Caste and Scheduled Tribe trainees in Industrial Training Institutes in general and also in the trade of Stenography in particular. They would strongly urge that the Department of Labour and Employment (Directorate General of Employment and Training) should investigate the reasons for the low percentage of admissions of Scheduled Caste and Scheduled Tribe candidates in Industrial Training Institutes in the country and take remedial measures in consultation with the appropriate Governments. |
| 12 | 4.21 | The Committee are also unhappy that no separate survey has been made by the Department of Labour and Employment in regard to absorption of Scheduled Caste and Scheduled Tribe trainees passing out from Industrial Training Institutes. They suggest that the Department of Labour and Employment may conduct such a survey in respect of all the Industrial Training Institutes. |
| | 4.22 | The Committee would urge that the recommendations made by the Yardi Working Group in regard to augmentation of training facilities for Scheduled Castes and Scheduled Tribes should be implemented without any delay. The Committee in particular would like to emphasise that there should be reservation of seats for Scheduled Castes and Scheduled Tribes in all programmes for training of professional and technical workers, including apprentices in technical trades, and this may be done by amending, if necessary, the Apprentices Act, 1961. |
| 13 | 4.23 | The Committee take note that there are Advisory Boards and Committees in all Employment Exchanges and that the employers and |

| 1 | 2 | 3 |
|---|---|---|
| | | workers are represented on them. The Committee suggest that the local M.Ps./M.L.As. belonging to Scheduled Castes/Tribes or other eminent persons belonging to these communities should also be included in these Advisory Boards/Committees. |
| 14 | 5.5 | The Committee are happy to note that elaborate statistics are being maintained by the Department of Labour & Employment (Directorate General of Employment and Training) in regard to the Scheduled Caste and Scheduled Tribe employment seekers and these are being utilised by the Commissioner for Scheduled Castes and Scheduled Tribes. The Committee hope that it would be possible for the Department to also maintain statistics about the placement/employment of Scheduled Caste and Scheduled Tribe candidates according to the occupation in which they are placed. |
| 15 | 5.6 | The Committee understand that Scheduled Caste and Scheduled Tribe persons already in service can register their names with the Employment Exchanges for seeking better employment after obtaining 'No objection Certificates' from the Heads of Departments under whom they serve. The Committee suggest that the Employment Exchanges may maintain statistics of such Scheduled Caste and Scheduled Tribe employees applying with 'No Objection Certificates' from the Heads of Departments. |
| 16 | 5.7 | The Committee further recommend that the Department should extend facilities for registration to possible employment seekers in remote villages as recommended by the Commissioner for Scheduled Castes and Scheduled Tribes in the Seventeenth Report (1967-68). |
| 17 | 5.8 | The Committee also suggest that the Department of Labour and Employment (DGET) should |

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| | | maintain statistics in regard to the number of Scheduled Caste and Scheduled Tribe applicants on the Live Register of Employment Exchanges at the end of each year, classified by the period of duration on the Live Register. This, it is hoped, would enable the Commissioner for Scheduled Castes and Scheduled Tribes to assess the employment position of the Scheduled Caste and Scheduled Tribe candidates. |

GMGIPND—LS II—3080 (Ah)LS-23-1—70—123.

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Published under Rule 382 of the Rules of Procedure and Conduct of Business in Lok Sabha (Fifth Edition) and printed by the General Manager, Government of India Press, Minto Road, New Delhi.